

# **STANDARD OPERATING PROCEDURE (SOP)FOR WASHING HANDS**

(Sample SOP)

**PURPOSE:** To prevent foodborne illness by contaminated hands.

**SCOPE:** This procedure applies to anyone who handles, prepares, and serves food.

**KEY WORDS:** Hand washing, Cross-Contamination

1. **HAND WASHING** means the act of cleansing the hands with warm water and soap, for the purpose of removing soil and microorganisms.
2. **CROSS-CONTAMINATION** means the passing of bacteria, microorganisms, or other harmful substances indirectly from one surface to another through improper or unsanitary **EQUIPMENT**, procedures, or products.

## **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow Southern Nevada Health District regulations.
3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. Provide:
  - Warm (at least 100 °F) running water
    - Self-closing, slow closing or metered faucets shall provide a flow of water for at least 15 seconds without reactivation.
  - Soap
  - Disposable towels
  - Waste container conveniently located near the handwashing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
  - Before starting work
  - After touching hair, face, or body
  - After using the toilet room
  - After sneezing, coughing, or using a handkerchief or tissue
  - After smoking, eating, drinking, or chewing gum or tobacco
  - After touching dirty dishes, equipment, or utensils
  - Before changing tasks to prevent cross-contamination
  - During food preparation as often as necessary to remove soil and contamination
  - After handling raw meats, poultry, or fish
  - When moving from one food preparation area to another
  - Before putting on or changing gloves
  - After removing gloves when working with raw animal products
  - After any clean up activity such as sweeping, mopping, or wiping counters

## **Washing Hands, continued**

(Sample SOP)

- After handling trash
  - After handling money
  - Any time hands may have become contaminated
7. Follow proper handwashing procedures as indicated below:
    - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
    - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 15 seconds.
    - Rinse thoroughly under warm running water.
    - Dry hands and forearms thoroughly with single-use paper towels.
    - Turn off water using paper towels.
    - Use paper towel to open door when exiting the restroom.
  8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
    - Use hand sanitizers only after hands have been properly washed and dried.
    - Use only hand sanitizers that comply with Wyoming Department of Agriculture regulations for food establishments. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
    - Use hand sanitizers in the manner specified by the manufacturer.

### **MONITORING:**

1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.

### **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 6 months.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_